



Louisiana
SCS
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DATE: November 2, 2015

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: CPTP – Statewide Competency Model Project

State Civil Service is pleased to announce a new initiative of the Comprehensive Public Training Program (CPTP). CPTP is undertaking an initiative to establish a statewide competency model for classified state employees. While CPTP has previously conducted needs analyses to determine competency-based training for classified supervisors, this initiative is the first attempt to create a model that addresses the needs of all state employees.

CPTP sees this initiative as a first step in providing state agencies with critical workforce planning consultation. This initiative will allow CPTP to help agencies build out a competency framework specific to their agency's needs and vision. These models will provide data-driven springboards for a number of talent management and workforce planning activities including employee recruitment and selection, talent management, performance management, assessment and succession planning.

In the initial project steps, CPTP identified forty-one (41) individual competencies that indicate high performance in a number of job areas. These competencies describe how successful individuals manage challenges and people, and how they ensure positive work results. The next step in the process was to identify a data set of high-performing classified employees. Permanent classified employees who achieved an "exceptional" rating for Performance Year 2014-2015 will be asked to participate in the project, as will the supervisory staff who rated each exceptional performer.

These employees and supervisors will participate in a competency sort: a one-hour activity where participants identify competencies in which they are highly skilled. The results of this competency sort will provide compelling data that strongly correlates high performance with specific competencies, and allow the development of not only a statewide competency model, but the foundation for agency-driven models.

CPTP will hold more than 240 competency sorts in eight (8) cities throughout Louisiana including Baton Rouge, Hammond, New Orleans, Lafayette, Lake Charles, Alexandria, Shreveport and Monroe. CPTP will contact employees directly to secure their participation in a preferred session. Sorts will begin in Baton Rouge in mid-November. Prior to contacting employees, agency appointing authorities will be provided with a list of employees selected to participate in this initiative.

Should you have any questions regarding this process please contact Dana LeBherz, Training Division Administrator, at Dana.LeBherz@la.gov or (225) 342-8539.

Sincerely,

s/Byron P. Decoteau, Jr.
Interim Director